

**REQUEST FOR AUTHORIZATION  
AND TRANSFER OF FUNDS  
TO THE FEDERAL TRANSIT ADMINISTRATION (FTA)**

To:

Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_ :

We have received notification of pending grant application approval for this public transit project and request that you secure Federal authorization and obligate funds for this work. We also request that you transfer these funds to the Federal Transit Administration (FTA) for administration. The amounts requested do not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP).

Attached are the following documents that are required to authorize this project and transfer the funds to the FTA:

Request for Authorization Package

- ☐ Completed Project Prefix Checklist (Exhibit 3-E)
- ☐ Completed Finance Letter (Exhibit 3-F)
- ☐ Completed Data Sheets (Exhibit 3-G)

Grant Application

- ☐ Copy of Grant Application  
FTA Grant Number \_\_\_\_\_

I understand that invoice requests for payment of Federal funds will be processed by the FTA and that Caltrans will only process invoices requests for State CMAQ/RSTP (TSM) matching funds. I further understand that invoice requests for payment of the matching funds will not be processed by Caltrans until a Program Supplement Agreement has been prepared and executed.

(Check which of the following applies:)

- ☐ The project qualifies for CMAQ/RSTP matching funds. I have attached the completed State TSM Match Request and the Agreement Checklist (Exhibit 4-A) form and request that the Program Supplement Agreement be prepared, or
- ☐ The project does not qualify for CMAQ/RSTP matching funds.

(If the project qualifies for CMAQ/RSTP matching funds, check which of the following applies:)

- ☐ The match funds are \$300,000 or less. I will invoice Caltrans for the entire amount after the grant approval and project award, or
- ☐ The match funds are greater than \$300,000. I will invoice Caltrans for the matching amount of progress invoices submitted to FTA.

I will not submit any invoice request until I receive notification that the Program Supplement Agreement has been executed.

**CERTIFICATION**

I certify that the facts and statements in this "Request for Authorization Package" are accurate and correct. Following the transfer of funds to the FTA, this agency agrees to comply with the applicable terms and conditions set forth in Title 49, U.S. Code, Chapter 53, "Mass Transportation," and the policies and procedures promulgated by the Federal Transit Administration relative to the above designated project.

Please advise us as soon as the authorization and transfer of funds to the FTA have been received. You may direct any questions to \_\_\_\_\_ at \_\_\_\_\_.

Signed \_\_\_\_\_  
Title \_\_\_\_\_  
Agency \_\_\_\_\_

Attachments